



DEPARTMENT OF THE ARMY
Headquarters, 69th Air Defense Artillery Brigade
Building 275 Battalion Avenue
Fort Hood, Texas 76544

REPLY TO ATTENTION OF

AFVL-GSB-CO

13 October 2009

MEMORANDUM FOR RECORD

SUBJECT: 69th ADA Brigade Command Policy Letter 69-3, Prevention of Sexual Harassment (POSH)

1. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favor and other verbal or physical conduct of a sexual nature when (i) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or (ii) submission to, or rejection of, such conduct by a person is used as a basis for employment decisions affecting that person; or (iii) such conduct interferes with the individual's performance or creates an intimidating, hostile, or offensive environment.
2. Sexual harassment violates acceptable standards of integrity and respect, and negatively affects unit solidarity, esprit-de-corps, and combat readiness. Sexual harassment will not be tolerated in the 69th ADA Brigade. It's my commitment to ensure every Soldier, civilian, employee, and family member has a work and living environment free from sexual harassment as a zero tolerance policy.
3. Allegations of sexual harassment will be examined and resolved immediately at the lowest level possible by formal disciplinary or administrative actions.
4. Commanders down to company/troop/battery level will publish and post a sexual harassment command policy letter. Commanders will conduct sexual harassment training for all Soldiers assigned and develop tracking mechanisms that ensure training was conducted.
5. Sexual harassment is disruptive to an individual who it may be directed. Any person who uses or condones implicit or explicit sexual behavior to control or influence the job of another is also engaging in sexual harassment. If a Soldier believes that he or she has been victimized, he or she is encouraged to seek assistance from the chain of command and the Brigade Equal Opportunity Advisor to ensure the matter is resolved satisfactorily. I will not tolerate sexual harassment within this brigade. This policy must be clear to every member in this brigade. This policy applies to all who are assigned or attached to this brigade, to include DoD civilian employees. It is directive in nature. Thus, commanders will ensure Soldiers and DoD employees assigned to their command understand this policy as Soldiers and employees may be subject to punishment under the UCMJ as well as adverse administrative action.

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6. The Army policy prohibits reprisal. Commanders will establish and implement a plan to protect the complainant, and any name witnesses, and the alleged perpetrator from acts of reprisal.

7. It is the responsibility of all Soldiers and civilians to help resolve acts of sexual harassment. All leaders will monitor the behavior of their personnel and display a positive proactive leadership in the prevention of sexual harassment.

8. "GUARDING THE SKIES"

A handwritten signature in black ink, appearing to read 'James H. Jenkins III', is positioned above the printed name.

JAMES H. JENKINS III
COL, AD
Commanding